

*THE CONSTITUTION  
OF THE  
PARISH PASTORAL COUNCIL*

*PREAMBLE*

A) The recommendations of the Second Vatican Council

The Dogmatic Constitution on the Church asks pastors "to recognize and promote the dignity as well as the responsibility of the layman in the Church. Let them willingly make use of this prudent advice. Let them confidently assign duties to him in the service of the Church allowing him freedom and room for action. Further, let them encourage the layman so that he may undertake tasks on his own initiative .. "

The theological reality calling for this attitude of pastors is the common priesthood of all the baptized and confirmed. "As sharers in the role of Christ the Priest, the Prophet, and the King, the laity have an active part to play in the activity of the Church. Their activity is so necessary within Church communities that without it the apostolate of the pastors is generally unable to achieve its full effectiveness" ..... "Offering an obvious example of the apostolate on the community level is the parish inasmuch as it brings together the many human differences found within its boundaries and draws them into the universality of the Church". (Decree on the Apostolate of the Laity, Ch. 3:10)

B) Several Canons of the New Code apply the teachings of Vatican 11

Among them:

1. Canon 208: Flowing from their rebirth in Christ, there is a genuine equality of dignity and action among all of Christ's faithful. Because of this equality, they all contribute, each according to his or her own condition and office, to the building up of the Body of Christ.

2. Canon 228 §2: Lay people who are outstanding in the requisite knowledge, prudence and integrity, are capable of being experts and advisors, even in councils in accordance with the law, in order to provide assistance to the Pastors of the Church.

It is in this theological and juridical context that the next specific canon on parish councils should be read and applied.

3. Canon 536 §1: If in the view of the diocesan bishop and after consultation with the priests' senate, it is found opportune, each parish shall set up a pastoral council. This pastoral council shall be presided over by the parish pastor and its function shall be for the faithful to contribute to the promotion of pastoral action together with all those who carry official responsibility for pastoral work in the parish.

§2 The pastoral council has only a consultative voice and is subject to the norms established by the diocesan bishop.

C) Bishop's Directives concerning Parish Pastoral Council:

Following the recommendation of the Vatican Council II, the directions of the new Code of Canon Law, and our past experience, it is of the greatest pastoral importance that parish councils be established in every parish of the Diocese.

Even if a pastor, in virtue of his mission and as a delegate of the Bishop of the Diocese, has pastoral and administrative responsibilities specific to him and which he cannot renounce. (cf. Decree on the Ministry and Life of Priests, Canon 519 ff, Law of the Province of Alberta, 1949, Chapter 118), he will nevertheless exercise those responsibilities in complete cooperation with the pastoral council, seeking the advice of its members and associating them actively in the apostolate projects of the parish.

## STATUTES

### 1) NATURE OF THE COUNCIL:

We, the People of God, of *Saint Isidore* Parish in order to implement better the responsibilities confided to the Parish Pastoral Council for the whole parish, and after a thorough study of its implications, do recommend to the Bishop, the approval of the by-laws of our constitution to be the governing authority of our Parish Pastoral Council activities.

Its purposes will be to bring together lay people and religious who with their pastor, will work to build a living Christian community who cares for all the People of God. The Parish Pastoral Council will carefully consider the needs of the faithful and search within the community for the means that will adequately respond to those needs.

### 2. SCOPE OF WORK OF THE COUNCIL:

Besides the needs of the community to which the Council tries to respond it will be especially concerned with diocesan pastoral priorities to be applied and implemented at the parish level. And to open up to the needs of the Church at large, the Council will pay a special attention to the pastoral letters of the Bishop, the Bishops' Conference or the Holy See.

### 3. MEMBERS OF THE P.P.C:

1. The Parish Pastoral Council will be composed of Catholics who are in full communion with the Church, who support the parish, who have a keen desire to help and the ability to serve, to listen, to reflect and to express themselves with care and charity.

2- Membership should be sought among men and women from different age groups and civil status, from different walks of life or social condition, from the different geographic sectors of the parish, as well as from the members of the pastoral team; religious and lay people, working on a full time basis in the pastoral services of the parish.

All the members as baptized, should be concerned for the overall good of the parish, bringing with them, their experience in the organization, and not necessarily being a spokesman for their group.

#### 4. EX-OFFICIO MEMBERS:

The Parish Priest is the ex-officio President of the Council. The assistant-Priests, Permanent Deacons, the full-time pastoral associates and the delegates of the parish to the Diocesan Pastoral Council, if any, are ex-officio members of the Parish Pastoral Council with the same responsibilities as the other members.

#### 5. PARISH COUNCIL RESPONSIBILITY:

The Parish Pastoral Council has the responsibility to recommend to the Bishop from time to time, changes in the by-laws in conformity with the ecclesiastical or civil law, or in order that the by-laws will reflect more the lived reality of the spiritual growth of the parish.

### BY-LAWS

1. MEMBERSHIP OF THE COUNCIL: The Parish Pastoral Council, (PPC) SHALL BE COMPOSED OF:

- a) the ex-officio members mentioned in the Statutes, 4.
- b) 7 elective members, representing different elements of the parish as in Statutes, 3.
- c) To a maximum of 4 appointive members representing religious orders and associations or appointed by the Pastor in consultation with the executive.

#### 2. ELECTIONS:

a) The Council Chairperson shall appoint a nominating committee of the three members of the parish who are not elected members of the Council, two months in advance of the Annual Meeting date, for the purpose of receiving nominations for the PPC. The nominating committee shall be notified of Section 3 under Statutes. .

, The names of those candidates who have consented to stand shall be published in the Church on the Sunday preceding General Elections.

b) Voting by ballot shall take place following the mass of the third Sunday after the Annual Meeting.

### 3. TENURE OF OFFICE OF MEMBERS:

1. The ex-officio members: while in office.

2. The elected members will be elected for three years, one third of them shall retire from office every year at the annual election. They can be re-elected only for a second consecutive term.

3. The appointive members will serve also for three years and can be re-appointed for a second term of office.

### 4. REPLACEMENT OF MEMBERS:

1. If a member leaves the parish, tenders his/her resignation or if his/her missing three consecutive meetings can be interpreted as a lack of interest in the business of the Council, the Chairperson shall bring this matter to the attention of the Executive Committee and this Committee shall make the appropriate recommendation to the Council.

2. A vacancy is filled by recommendation of the Pastor, with the approval of the Pastoral Council to finish the term of office of the outgoing member.

### 5. OFFICES OF THE COUNCIL:

There shall be 4 officers, namely the President, the Chairperson, the Vice-Chairperson, and the Secretary, who will be known as the Executive Committee.

The PRESIDENT calls the Council together, recalls the Council's objectives and guards the vitality and dynamism necessary for its proper functioning. The President is the person mandated by the Bishop to provide pastoral care for the parish.

The CHAIRPERSON elected by the Council, helps the President, animates and chairs the meetings, and is the representative of the Council in its relations with other groups when a special delegate is not appointed to a particular group.

The VICE-CHAIRPERSON shall perform the duties of the Chairperson when absent or unable to attend the meetings.

The SECRETARY He/she shall take the minutes of all meetings, distribute them and sign them after they are adopted, shall keep on file all reports and documents of the Council.

*(The PPC executive may appoint a recorder, the recorder may be a paid employee of the parish).*

## 6. ELECTION OF OFFICERS:

Any member of the Council can be elected as Chairperson, Vice-Chairperson, or Secretary. At the first meeting of the Council after the annual election of the members nominations will be received by the President for each office to be filled. When two or more persons are candidates for the same office, the election will be made by secret ballot. Candidates will be elected by a majority vote, a quorum being present. (Majority means a majority of votes cast).

If necessary, a run-off will be conducted between the two candidates having received the highest number of votes.

(An alternative system is possible: each member of the council is handed a colour paper and a white one for each office to be filled. On the colour he signs his/her name if willing to stand for that office. On the white paper he/she votes for the candidate of their choice. The President will receive the two ballots and thus know who is willing to serve in that position and the votes will indicate who is chosen. After the first ballot, the President announces the names of the candidates and precedes to the additional ballots if necessary. And so on for each office. This method avoids the railroading of people into office).

## 7. AGENDA FOR MEETINGS:

The Executive Committee should meet to prepare the agenda prior to all meetings, unless otherwise indicated. Additional items to the agenda can be added by the other members of the Council at the meeting itself or for a subsequent meeting.

## 8. MEETINGS:

The regular meetings of the Council shall be held monthly, on a date decided upon at the first regular meeting following the Annual Meeting. (July and August excepted). Extraordinary meetings may be called at the request of the President or of three members upon notice of the matter to be discussed. At the meetings, decisions will be arrived at more by a consensus process than by a strict majority vote. The President does not vote on any motion. A decision of the Council remains a "Council Decision" until it is ratified by the President and then becomes valid for the whole parish for all matters under the jurisdiction of the Pastor. All other matters will be referred to the Bishop for final approval.

Annual Meetings shall be held in the month of March, for the purpose of receiving reports from Officers and the Standing Committees. All members of the Parish shall be invited.

## 9. QUORUM FOR CONDUCTING BUSINESS:

When more than 50% of the members are present, there shall be a quorum of the Council or of the Executive Committee, as the case may be.

## 10. COMMITTEES

There will be the following standing committees Capital Building (as required), liturgical, educational, youth and cemetery and there shall be at least one PPC member on each standing committee.

Other committees may be formed as needed to carry on the projects originated by the PPC, the work of the Council being more one of animation than implementation.

11. Discussed at a regular meeting held on \_\_\_\_\_, 2012 and a consensus has been reached. Recorded in the minutes of the meeting. \_\_\_\_\_

12. Moved by \_\_\_\_\_ to be approved as amended as of the Parish Annual Meeting held \_\_\_\_\_, 2012 Seconded by \_\_\_\_\_.

ALL IN FAVOR. CARRIED.

Recommended by:

\_\_\_\_\_

Pastor

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_

Bishop of St. Paul

Date: \_\_\_\_\_